



## Online LEAD Program User Guide

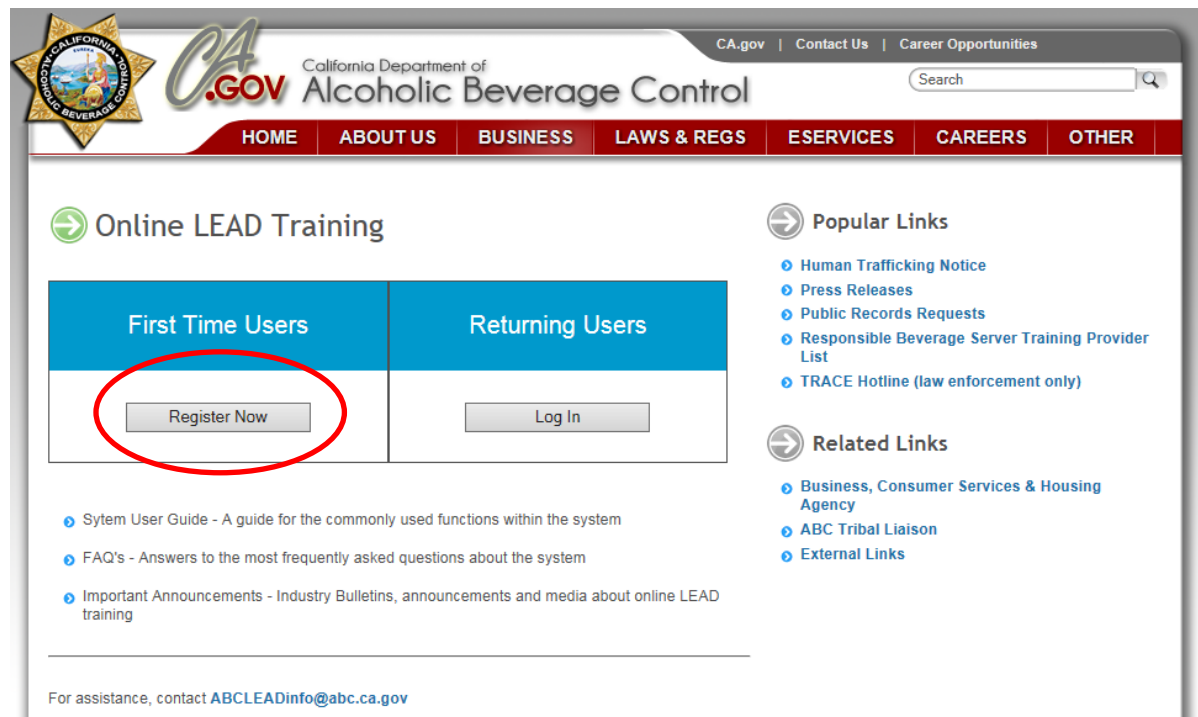
### Contents

- A. First Time Users
- B. Returning Users
- C. How to request the Online LEAD class
- D. How to print your Certificate of Completion
- E. How to review modules after completing the course or retake the entire course
- F. How to reset your password

#### **A. First Time Users:**

Use the following link to access the Online LEAD Training Program:

[http://www.abc.ca.gov/programs/LEAD/Online\\_LEAD\\_Training.html](http://www.abc.ca.gov/programs/LEAD/Online_LEAD_Training.html)



To create a user profile, click the “*Register Now*” button, and complete the required fields on the registration page. Please note that the email address provided on the registration page will become your “*Username*.”



\* Required Field

*Welcome to Online LEAD Training Registration!*

\* First Name:

\* Last Name:

\* Email Address:

\* Division: Online LEAD Training

\* County of Employment:

\* City of Employment:  Select a County

Type of Business:

\* Passwords must contain both upper and lower case letters  
\* Passwords must contain alpha and numeric characters  
\* Passwords must be 8 - 20 characters  
\* Passwords cannot have leading or trailing spaces  
\* Passwords cannot be the same as the Username, User ID, or email address.  
\* Passwords must contain at least one special character

\* New password:

## B. Returning Users:

Access the Online LEAD Training welcome page and click the “Log in” button.

CA.gov | Contact Us | Career Opportunities

California Department of Alcoholic Beverage Control

HOME ABOUT US BUSINESS LAWS & REGS ESERVICES CAREERS OTHER

### Online LEAD Training

First Time Users	Returning Users
<a href="#">Register Now</a>	<a href="#">Log In</a>

**Popular Links**

- Human Trafficking Notice
- Press Releases
- Public Records Requests
- Responsible Beverage Server Training Provider List
- TRACE Hotline (law enforcement only)

**Related Links**

- Business, Consumer Services & Housing Agency
- ABC Tribal Liaison
- External Links

System User Guide - A guide for the commonly used functions within the system

FAQ's - Answers to the most frequently asked questions about the system

Important Announcements - Industry Bulletins, announcements and media about online LEAD training

For assistance, contact [ABCLEADinfo@abc.ca.gov](mailto:ABCLEADinfo@abc.ca.gov)



Welcome to ABC's Virtual Training Center. | [Please Sign-in](#)

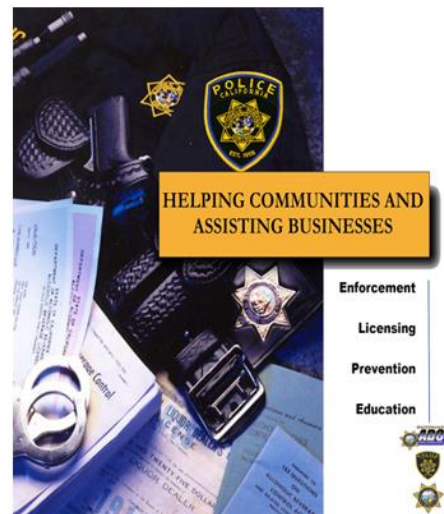
Login

Username:

Password:

[Forgot Username or Password?](#)


LOGIN 



Enter your username (email address) and password. If you do not recall your password, click the “*Forgot Password*” link.

### C. How to request the Online LEAD class:


1. Log in to the Online LEAD Training Program and click the “*Complete the online training course*” button.




California Department of  
Alcoholic Beverage Control


Home Learning


**LEAD**  
Licensing Education on  
Alcohol and Drugs  
Educating Businesses About ABC Laws



Welcome, Israel, to ABC's Online LEAD Training Center.



 Complete the online training course


 Get your Certificate of Completion

2. From the Training Details page, click the “*Request*” button.

Home Learning

Browse Home Training Details

### Training Details


**Online LEAD Training**  
 Curriculum - CA Department of Alcoholic Beverage Control - \$0.00

**Request**

This course is designed for all types of retail licensees and their employees. The training provides practical information on how to serve alcoholic beverages safely and responsibly. The training includes instruction on checking identification, detecting and preventing illegal activity, reducing liability and much more.

**Price**  
\$0.00

**Available Languages**  
English (US)

**Subjects**  
Compliance Training

3. Next, click the “*Open Curriculum*” button.


0 HRS  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 6/30/2019 COST \$0.00

Active By Date Added All Types

Search for training

Search Results (1)


**Online LEAD Training**  
 Due: No Due Date Status: In Progress

**Open Curriculum**

Cornerstone

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4. Click the “*Launch*” button to begin the LEAD training.

California Department of  
Alcoholic Beverage Control

My Acc


Home Learning

Israel Hernandez Transcript: Israel Hernandez Online LEAD Training


### Online LEAD Training

Options

This course is designed for all types of retail licensees and their employees. The training provides practical information on how to serve alcoholic beverages safely and responsibly. The training includes instruction on checking identification detecting and preventing illegal activity, reducing liability and much more.


**Welcome to LEAD Online**  
 Status: Registered Due: No Due Date  
 Welcome message from ABC Director Appelsmith.

**Launch**


**LEAD - Module 1- Introduction**  
 Status: Pending Prior Training Due: No Due Date  
 Module 1 - Introduction

5. To resume the course after logging off, sign in to your account and click the “*Complete the online training course*” button on the welcome page.

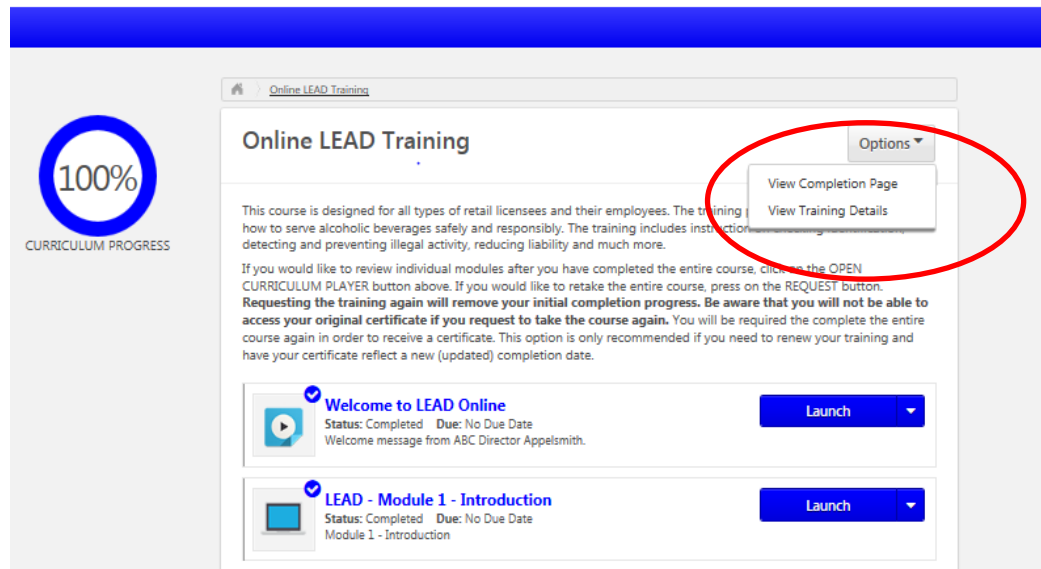
## D. How to Print your Certificate of Completion:

After completing the training course, you will receive an email from [noreply@abc.ca.gov](mailto:noreply@abc.ca.gov). The email will contain a link to access your certificate. It is highly recommended that you save a copy of your certificate in your personal records.

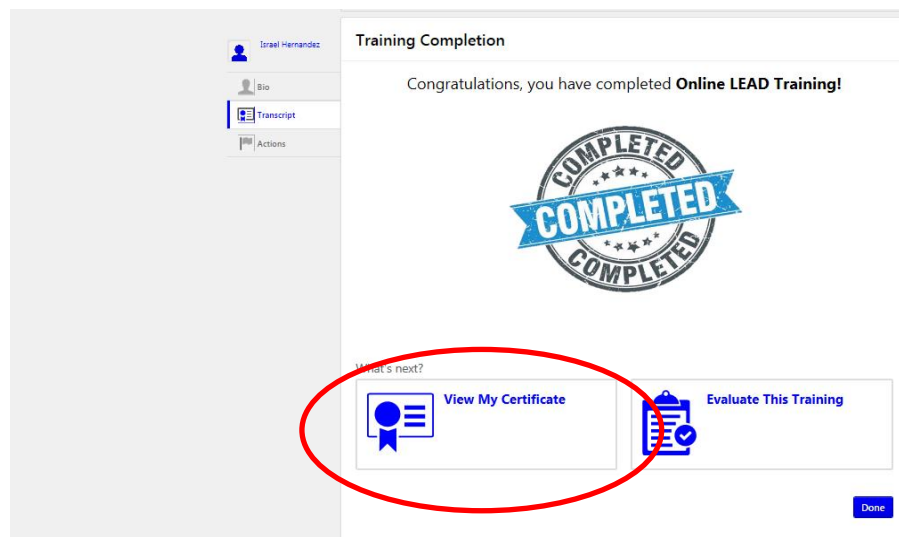
-To access your certificate through the Online LEAD Training Center:

1. From the course curriculum page, go to the “Options” drop down menu button and select “View Completion Page”.

### Control

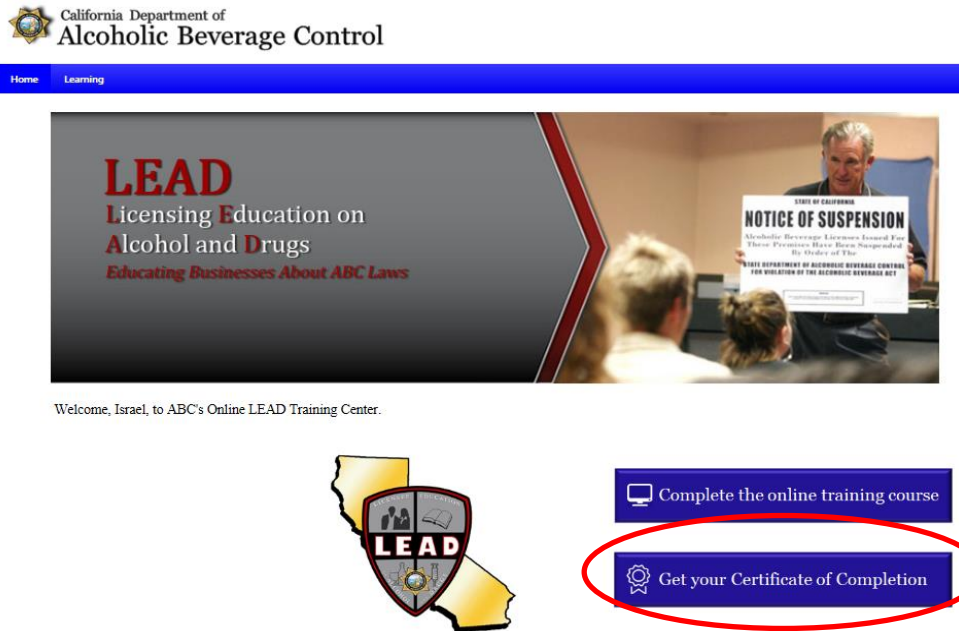


2. Find the “View My Certificate” button at the bottom of the page.

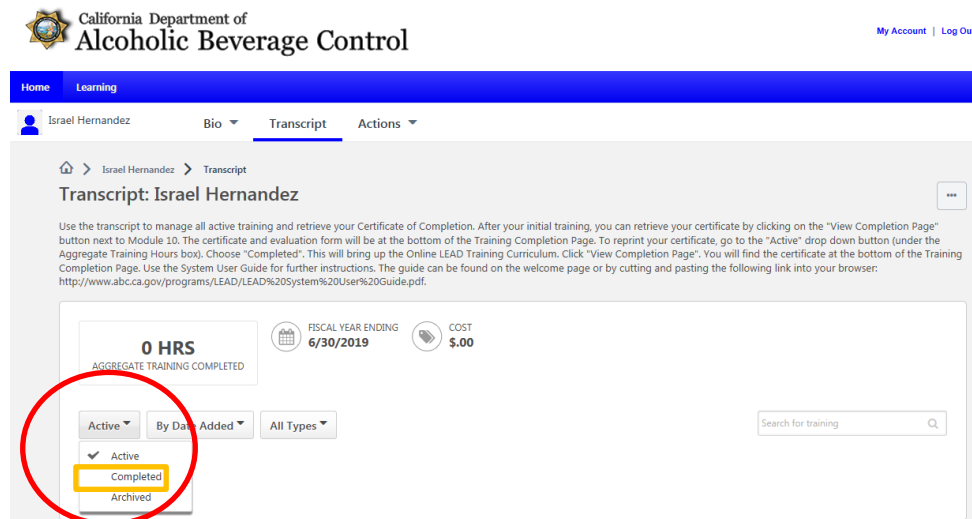


Here is another pathway to your certificate:

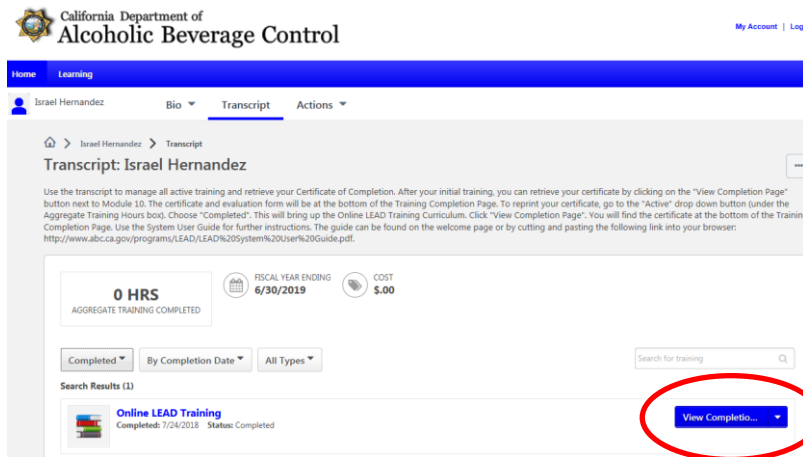
1. After successfully completing the course, click the “*Get your Certificate of Completion*” button on the welcome page. You will be directed to your Transcript page.



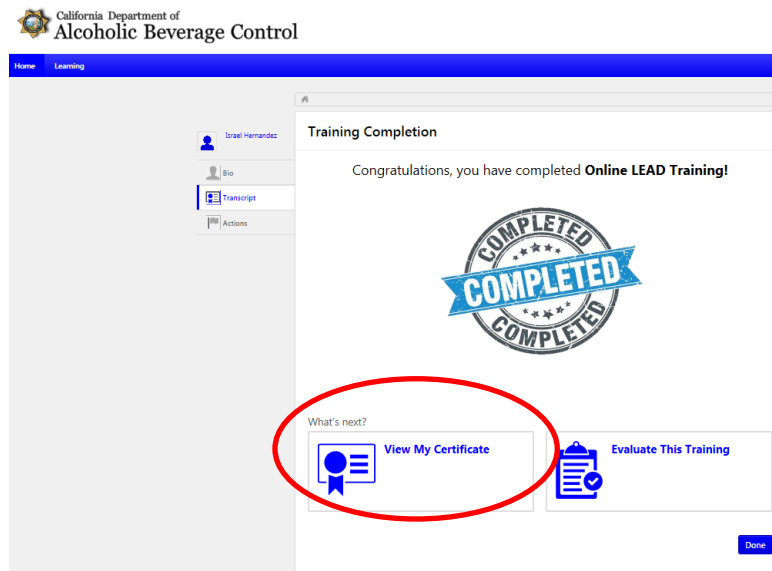
2. From the Transcript page, click the “*Active*” drop down button (under the Aggregate Training Hours box) and choose “*Completed*.”



3. Next, click the “*View Completion Page*” button.



4. Click the “*View My Certificate*” button to print and save your certification of completion.

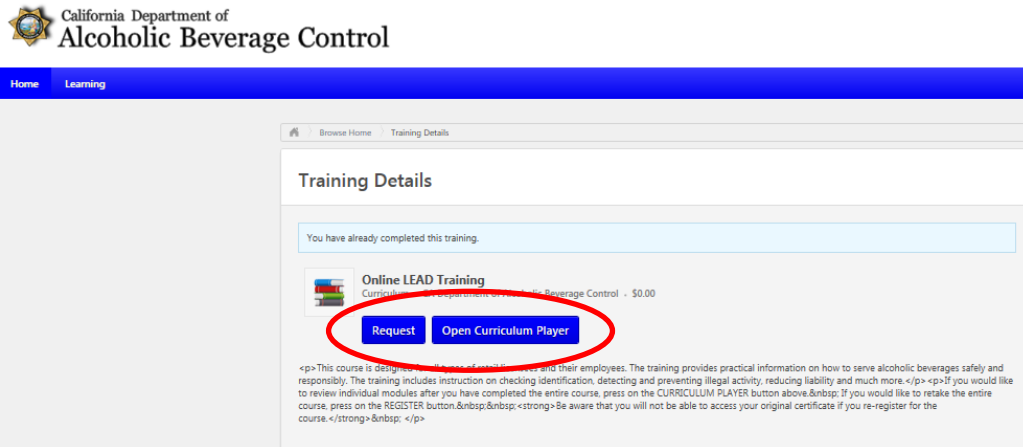


## E. How to Review Modules after Completing the Course or Retake the Entire Course.

1. From the welcome page, click on the “*Complete the Online Training Course*” button. If you would like to review individual modules after you have completed the entire course, click the “*Open Curriculum Player*” button.



If you would like to retake the entire course, click the “*Request*” button. **Please note that requesting the training again will remove your initial completion progress, and you will no longer be able to access your original certificate of completion. You will be required to complete the entire course once again in order to receive a certificate.** This option is only recommended if you must renew your training and would like a new date of completion reflected on your certificate.



## F. How to reset your password:

If you do not recall your password, click the “*Forgot Password*” link. Your account will be locked if you exceed the acceptable number of attempts to log in. It is recommended that you use the “*Forgot Password*” link if you suspect that you do not recall the correct password.

Your username is the email that you used when creating your user profile.

